



THE CITY OF SAN DIEGO

CITIZENS' EQUAL OPPORTUNITY COMMISSION

MEETING MINUTES

Wednesday, May 6, 2015

6:00 – 8:00 p.m.

City Administration Building

12th Floor Committee Room

202 C Street – 12th Floor

San Diego, CA 92101

CALL TO ORDER at: 8:04 pm by Vice Chair Gregg Torwick

ROLL CALL:

Gregg Torwick, Vice Chair	Laura Warner
Dan Ortiz	Lan Jefferson
Kristine Custodio	Rafael Perez
Susan Jester	Cynthia Suero-Gabler

EXCUSED:

Monte Jones
Jon Cloud

STAFF & GUESTS:

James Nagelvoort, Director, Public Works
Dennis Gakunga, Director, Purchasing & Contracting
Henry Foster III, Program Manager, Equal Opportunity Contracting
Claudia Abarca, Supervising Management Analyst, Equal Opportunity Contracting
Christian Silva, Senior Management Analyst, Equal Opportunity Contracting
Kymeshia Morris, Associate Management Analyst, Equal Opportunity Contracting

APPROVAL OF: Meeting Minutes of April 1, 2015
Minutes approved unanimously (7/0)

Motion made by Commissioner Laura Warner to approve April 1st Meeting Minutes, seconded by Commissioner Dan Ortiz. Minutes approved unanimously.

INTRODUCTION OF NEW COMMISSIONERS

City of San Diego
Citizens' Equal Opportunity Commission
1200 Third Avenue, Suite 200 · San Diego, CA 92101
619-236-6000 · Fax 619-236-5904

Vice Chair Gregg Torwick welcomed the following new Commissioners to the CEOC:

- Cynthia Suero-Gabler (Asian Pacific Islander Representative)
- Susan Jester (LGBT Representative)

ELECTION OF NEW CEOC CHAIR:

Motion made by Commissioner Lan Jefferson to nominate Commissioner Laura Warner as Chair of CEOC, seconded by Commissioner Dan Ortiz. Chair approved unanimously.

NON AGENDA PUBLIC COMMENT:

Stampp Corbin provided an update regarding the Mayoral Meeting with the Mayor's Policy Advisor, Marshall Anderson. According to Stampp Corbin, the Mayor is interested in considering a disparity study for City contracting for the 2017 fiscal year. Stampp Corbin will forward correspondence between him and Marshall Anderson to the new Chair, Laura Warner for follow-up.

Stampp Corbin provided updates on the mission of the CEOC to the new Commissioners. He provided the new Commissioners with an overview of what the CEOC has accomplished while he was served as Chair and what future goals entail.

DISCUSSION/ACTION ITEM: James Nagelvoort, Director, Public Works, CIP Process/Streamlining and Cash Management Improvements

Public Works Director James Nagelvoort provided a presentation to the CEOC discussing several recommendations of a series of process improvements, cash management improvements, and streamlining improvements that are focused on trying to move a large capital improvement program faster, or move individual projects quicker (Attachment A).

Mr. Nagelvoort discussed 13 measures that have been presented to City Council and the Mayor to improve the process of contracting.

1. Online Bidding and Award of Construction Contracts
2. Dedicated CIP Teams & Authority for CEQA & Permitting
3. Increased Use of Job Order Contracts
4. Increased Average Public Works Contract Size
5. Expanded City Construction Crew Usage for Small Construction Contracts
6. Portfolio Approach for Consultant Authorizations
7. Use Current Construction Contracts for Planned Resurfacing
8. Expanded Use of MACC Contracts
9. Electronic Review of Process of Mayoral Actions
10. Park General Development Plan Reform for Minor Work
11. Standardization of Fire Stations and Comfort Station Designs
12. Batch/Options Contracting
13. Concept Based Selection of Design Build Teams

Mr. Nagelvoort estimated total cost savings of \$3 - \$9 million for all City capital improvement projects upon the implementation of the proposed measures. Mr. Nagelvoort stated that subcontracting opportunities would not decrease under the proposed measures. In regard to cash management process

improvements, Mr. Nagelvoort highlighted the need for the City to consider reallocating project funding for completed projects on an annual basis to other projects being developed.

Commissioner Warner asked Mr. Nagelvoort what the responsibilities are of the Public Works Department in ensuring that they are meeting the Small Local Business Program subcontracting goals under the proposed measures. Commissioner Warner also asked about the implementation of a new bonding program to help smaller primes and information regarding how much actual spend of City projects were awarded to certified firms.

Commissioner Perez expressed concerns regarding smaller primes obtaining insurance coverage for large scale projects.

Mr. Nagelvoort stated that the department is responsible in determining the percentage of participation for capital improvement projects. The participation percentage recommendation is then submitted to EOC for approval. Public Works is obligated to ensure that the participation requirement is met on the field engineering side by following through and ensuring that the firm meets the participation commitment.

DISCUSSION/ACTION ITEM: Dennis Gakunga, Director, Purchasing & Contracting PlanetBids Bid Management User Overview

The Director of Purchasing & Contracting, Dennis Gakunga, provided a PlanetBids bid management user overview presentation to the CEOC (Attachment B). During the presentation, Mr. Gakunga educated the Commissioners on PlanetBid's vendor registration, solicitation, and contract award features. Mr. Gakunga stated that the contract management portion of PlanetBids will be coming online soon.

Commissioner Warner congratulated Mr. Gakunga for getting PlanetBids established.

STAFF UPDATES: Christian Silva, Senior Contract Compliance Officer, Equal Opportunity Contracting (EOC) Program Update

The Senior Contract Compliance Officer, Christian Silva, provided an update on the SLBE program, contracting updates, training attended by employees, EOC's new digital newsletter, and staff attendance at a recent IT event (Attachment C). EOC continues to work with Purchasing & Contracting to make improvements to CP-100 bid discount and restrictive bidding provisions for goods and services. Mr. Silva also briefed the CEOC on the improvements Public Works is making to construction prequalification requirements.

Commissioner Ortiz requested EOC to provide a follow-up discussion on CP-100 at the next CEOC meeting and a walk-through presentation on how compliance software works (PRISM).

CHAIR ANNOUNCEMENTS: Vice Chair Gregg Torwick resigned his position on the CEOC.

SUBCOMMITTEE REPORTS:

- **Data Subcommittee**

Commissioner Custodio (Subcommittee Chair) requested a follow-up to the meeting with Marshall Anderson, Policy Advisor of Mayor Faulconer. Commissioner Custodio also discussed

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a desire to submit a monthly report to City Council from CEOC along with EOC monthly stats. Commissioner Custodio also requested an on-boarding presentation for new commissioners. (Attachment D).

- **Public Relations Subcommittee**

Commissioner Perez (Subcommittee Chair) stated that he liked the EOC newsletter and wanted to insert additional information in the next publication regarding CEOC. Commissioner Perez also requested that the vendor training of PRISM be recorded and uploaded to the EOC website.

- **Bidding & Contracting Subcommittee**

Commissioner Warner (Subcommittee Chair) requested a presentation about SAP system from the financial department as it relates to the CEOC tracking of actual project spend (Attachment E).

ADJOURNMENT: 8:05 pm

NEXT MEETING: June 3, 2015

MATERIALS PROVIDED:

- [Attachment A](#) – CIP Process Streamlining and Cash Management Improvements
- [Attachment B](#) - PlanetBids Bid Management Overview
- [Attachment C](#) – Equal Opportunity Contracting Program Update
- [Attachment D](#) – Data Subcommittee Report
- [Attachment E](#) – Bidding & Contracting Subcommittee Report